

**United States of America Embassy
Av. das Forças Armadas
1649-044 Lisboa, Portugal**

**PRE-PROPOSAL CONFERENCE HELD ON SEPTEMBER 16, 2015
SOLICITATION SPO50015Q0008**

Introduction:

The pre-proposal conference was called to order at 9.30am. Mr. Gary Edwards welcomed all and introduced the Embassy staff to the attendees. Formal answers to all questions from prospective contractor that attended the meeting are listed below. It was explained how contracting on behalf of the USG is a transparent process and all participants should have equal opportunities. Only the written answers below plus the solicitation documentations are considered formal communications from the USG. In addition, reference was made to the Solicitation FAR and DOSAR Contract Clauses and how they may be found online at the website <http://www.acquisition.gov>.

Meeting attendees:

Embassy Staff:

Gary Edwards – Facility Manager and Contracting Officer Representative (COR)

Scott Klimper – Facility Manager (FM)

Victor Madeira – Facility Supervisor

Adelia Monteiro – Procurement Supervisor (PS)

José Gregório – Procurement Assistant

At Site Visit:

Rui Malheiro – (Consular Services Assistant)

Contractors:

Antonio J. de Oliveira (Acutron Electroacústica)

Ms. Adelia Monteiro (PS) explained to the meeting participants the importance of the required documentation be filled out and submitted correctly. She mentioned that it should be stated on the quotation if price includes VAT or not (Section 1 Pricing).

Special attention was called to Section 3 for the submission of Insurance and Performance Plan. PS referred the importance of registering a business in the SAM

(System Award Management). This registration has become mandatory for all contractors engaging in business with the US Government.

PS also called the attention of the meeting participants for Section 3 - Solicitation Provisions – Licenses and Permits. A list of previous costumers and past performance evidence is also recommended to be included on the proposals.

PS focused the importance placed by Department of State on issues related Combating Human Traffic (Section 2 Contract Clauses - 52.222-50)

PS referred to Section 5 (Representations and certifications) where most requirements refer to U.S. firms. Ms. Monteiro also mentioned that it is important to clarify the concept of “third country national” vs “local nationals”. This terminology is applicable to those citizens that are especially hired to work or for a specific task within the firm. The concept in this context does not signify nor is applicable to foreign citizens residing in Portugal but to foreign citizen especially hired temporarily with a specific reason.

Questions & Answers

The COR addressed the meeting by explaining in detail the requirements indicated on the Statement of Work (SOW).

He mentioned that a technical plan is necessary and other issues would be addressed during the site visit.

The COR and Mr. Scott Klimper (FM) summarized what the U.S. Embassy intends to procure as well as sound equipment is currently is in place. They both referred that no passing of cables would be feasible. The COR and FM continued to review the SOW and explained that the Consulate has currently 8 windows in two different areas within the Consulate.

Q. - Do you need intercoms only?

A. – We need an intercom system with paging capability. Once you visit the Consular Area, you will know exactly what it is being requested on the solicitation.

COR explained that the U.S. Embassy works full time during week days and there may be a need to work either during nights or over the weekend.

The meeting was adjourned at around 9.45 am the only one prospector quoter, escorted by Victor Madeira, Garry Edwards and Scott Klimper continued to the site for a visit

All proposals are due on September 21, 2015, by 16:00 and can be delivered to the Embassy main entrance at Av. das Forças Armadas, Lisboa.

Additional questions may be sent to lisbonprocure@state.gov all answers will be published online on website: <http://portugal.usembassy.gov/gso-announcements.html>

All meeting attendees proceed to a site visit at the U.S Embassy where they were escorted by Mr. Rui Malheiro (American Citizens Section). Mr. Malheiro exemplified to the contractor what were the main concerns that his section faces. He indicated that when using the current intercom system, feedback noises and eco occur. In addition to poor sound quality, especially when two consular employees are attending simultaneously at their respective window. Mr. Malheiro demonstrated that the current paging system has extremely poor sound quality.

The COR escorted the contractor to show him the location of the existing electrical panel where the current system is connected to.

The COR thanked all present and the meeting was adjourned at 10.30 am, attendee was escorted out of the compound.